

Course Withdrawal Policy

Course Withdrawal

A course withdrawal may be effectuated by a student's written notice or by the student's conduct, including, but not necessarily limited to, the student's lack of attendance.

Procedure to Withdraw from Courses

Students who desire to withdraw from a course should submit a Course Withdrawal Request Form. Students have until the end of the 7th week to withdraw from (drop) a course.

Lack of Attendance

A student will be administratively withdrawn from a course if no assignments have been submitted and the student has not participated in any graded activities or communicated with the instructor for three consecutive weeks.

Course Withdrawal Effective Date

The effective date of the withdrawal will be the date the student submitted the course withdrawal request form. If a student is administratively withdrawn due to lack of attendance the effective date of the withdrawal will be the later of the last submitted assignment, graded activity, or communication from the student to the faculty. If no assignments have been submitted and the student has not participated in any graded activities or communicated with the instructor, the effective date will be the first day of the course.

A student who withdraws from a course will receive a "W" and be eligible for a prorated refund (see Refund Policy).